CONSOLIDATED INFORMATION TECHNOLOGY SERVICES
TASK ASSIGNMENT (TA)

1. **TITLE:** (E4) LaRC SACD Website Portal

TA No:	264-Rev4
Task Area Monitor:	**Alternate Task Area Monitor:**
NASA POC:	**Software Control Class:** Low Control
Type of Task:	Non-Recurring Task

2. BACKGROUND

The Systems Analysis & Concepts Directorate (SACD) continuously delivers systems analysis studies to support agency-level decision making. With increasing demand, comes the need to organize and manage information such as: Project Summaries, status reports, milestones and deliverables, Meeting Minutes, Workforce planning and implementation, IT resource location and utilization, etc.

3. OBJECTIVE

The contractor shall develop a website portal for SACD that conforms to Center and Agency website policies. Access to the information, and permission to input and edit information, will be controlled by domain name, by groups and/or individuals, as indicated in the requirements.

4. GENERAL IT SUPPORT SERVICES

General IT Support Services Performance Metrics

Performance Standard: The website portal development and office application software is fully operational and kept up-to-date with no significant disruption in capability.

Performance Metrics:

Exceeds: "Meets" and improvements are recommended and adopted; or users rate help in the use of applications very good to excellent.

Meets: The website portal development, including status, of office application software is current and accurate. Upgrades are installed and fully operational within 5 days of receipt (or approval, if later) with no loss of data. Users rate operation and help in use of the applications satisfactory.

Fails: The website portal development, including status, of office application software is current and accurate. Upgrades are installed and fully

operational within 5 days of receipt (or approval, if later) with no loss of data. Users rate operation and help in use of the applications satisfactory.

5. SYSTEM AND APPLICATION DEVELOPMENT SERVICES

Project Title: LaRC SACD Website Portal

LaRC Software Manager:

Software Software Control Class: Low

Responsibilities of Contractor and LaRC personnel:By the beginning of the performing period, NASA will provide a prioritized list of links, documents, roles/responsibilities, and points of contact needed for the requirements Other information may also be provided as necessary.

Requirements:
The Contractor shall develop a website portal used to post
1. Public information that generally describes SACD s mission and selected products
2. Langley-public information to share within LaRC for the purpose of enhancing inter-organization collaboration
3. SACD private information that covers internal processes and policies, and required archives including SACD projects and reviews as required by LaRC and Agency procedures

The Contractor shall provide password protection to specific website portal areas specified by SACD senior management.

The Contractor shall interact with SACD to refine the portal design requirements, work schedule, and hold a series of feedback sessions in the course of site development.

The Contractor shall develop the SACD website portal to operate in multiple web browser applications to accommodate Macintosh, Linux, and Windows operating systems.

The Contractor shall develop the site and work with SACD to begin populating the databases. The Contractor will notify SACD in due time, the information needed, to populate the site.

The Contractor shall provide LaRC Technical Task Area Monitor with access to the site as it is being developed.

The Contractor shall begin implementation of website portal development upon NASA providing a prioritized list of relevant URLs, graphics, documents, roles/responsibilities, and points of contact (POCs).

6. WORK-AREA SPECIFIC SERVICES

Work Area Title: FPS3D Code Conversion

LaRC Manager:

Work Area Description: The contractor shall complete the migration of the FPS3D source code to LINUX.

Work Area Requirements: The Contractor shall continue the effort started under the previous revision to the extent allowed by the residual funding. The Contractor shall use software best practices for modifying this code to execute on the operating system(s) indentified by the LaRC Software Manager.

Responsibilities of Contractor and LaRC personnel: NASA will provide the Contractor the source code for the current version of FPS3D, corresponding input files and corresponding output files. NASA will also provide the Contractor with access to all necessary computer equipment located at Langley Research Center for purposes of this code conversion. Other information may also be provided as necessary.

7. **Exhibit A**

Exhibit A

8. **SPECIAL SECURITY REQUIREMENTS**

The SACD portal shall abide by security and compliance requirements as stated through the Agency Web Registration System (AWRS). For additional information refer to the following website below

http://it-services.larc.nasa.gov/policy.html

9. **SOFTWARE ENGINEERING PROCESS REQUIREMENTS**

The Contractor shall provide a formal configuration management reporting to the technical task area monitor.

10. **JOINT REVIEW SCHEDULE**

Reviews to be held as required or requested. An initial review will be held two weeks after development has started and a final review will be held two weeks before development is completed. The Contractor, SACD Senior Management, and Task Area Monitors are all required to attend.

11. **PERIOD OF PERFORMANCE**

This TA is effective from 07/09/07 to 04/27/10

12. **TECHNICAL PERFORMANCE RATING**

In evaluating Technical Performance, quality and timeliness shall be rated as follows:

Quality: 50%   Timeliness: 50%

13. RESPONSE REQUIREMENTS

This Task Plan shall address the contractor's specific work plans, associated estimated labor hours, cost and schedule.

14. FUNDING INFORMATION

Funding has not been entered for this TA.

15. MILESTONES

Date	MileStones
12/19/2008	Demo of "SACD Internal" Information
01/16/2009	Phase I: Framework for the "SACD Internal" Information Completed
01/16/2009	Kickoff Meeting for Phase II: Framework for "SACD External" Information
01/30/2009	Status Meeting for Phase II: Framework for "SACD External" Information
02/20/2009	Status Meeting for Phase II: Framework for "SACD External" Information
03/20/2009	Phase II: Framework for "SACD External" Information Completed
04/27/2010	Final Presentation

16. DELIVERABLES

Number	Deliverable Item	Deliverable Schedule
1	SACD Website Portal	As required through 04/27/2010
2	Phase I: Framework for SACD Internal	As required through 1/16/2009

17. FILE ATTACHMENTS

Others1